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27 November 1981

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence

DD/A REGISTRYFROM: Harry E. Fitzwater
Deputy Director for AdministrationFILE: 04M-1

SUBJECT: Weekly Report for Period Ending 27 November 1981

1. Progress reports on tasks assigned by the DCI/DDCI:

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a. Requests for submissions to be incorporated in a suggested travel reduction plan have been forwarded to various components. Suggested plan due to be forwarded to DCI/DDCI on 15 December. ☐b. DDCI's request for action regarding a magazine article has been forwarded to the Director of Security for action. ☐

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2. Items/Events of major interest:

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a. During the past week, the Deputy Director of Security for Policy and Management attended a conference at the ☐ He spent a day at the ☐ school discussing a wide range of topics. ☐
A9c5.1b

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b. On 23 November, the DDA cut the ribbon to formally open the new Language Loft, located in the South Cafeteria. Over 200 students are enrolled in seven language classes held at the Loft. Approximately 150 language students are attending classes in other locations in Headquarters. ☐

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c. All Operations Course students and staff members were in either ☐ 16 - 20 November for the third phase of their final comprehensive exercise. ☐ A9c(11.2)d. Due to the failure of Congress to pass a Continuing Resolution, the Defense Industries Course trip to the Naval Shipyard in Portsmouth on 24 November was cancelled and has been rescheduled for 2 December. ☐

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e. The Intelligence Support Cable was delivered to Secretary of State Alexander Haig ☐ during his 23 - 24 November visit. ☐ A9c4.1

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f. The ☐ in coordination with the Agency, is preparing contingency plans for an orderly evacuation of personnel, personal effects, and communications equipment in the event that the ☐ Council severs diplomatic relations with the U.S. ☐ A9c2.1

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g. During 9 - 15 November, officers from the Center for Counterterrorism and Crisis Response (CCCR) presented a course on hostage negotiation techniques to members of the [] liaison service in []. During 17 - 20 November these CCCR officers participated in a joint [] military exercise in [] involving the hostage rescue forces of both countries. [] A9c2.7

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i. An FY-82 funding schedule has been forwarded to OMB requesting approval for the transfer of the Agency's appropriations for the period 21 November - 15 December as provided by Public Law 97-85; transfers under this authority will total [] A9c(5.1)

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j. Attached herewith is a Working Group memorandum prepared under the cognizance of the Information Handling Systems Architect concerning user productivity and support. []

3. Significant events anticipated during the coming week:

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a. The DDA, DDO, C/EAS/OPP, D/OC/DA, and C/INS/DO will participate in a luncheon at Headquarters on 1 December with House Subcommittee on Defense staffers, Peter J. Murphy and James Van Wagenen, to discuss the []

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b. The quarterly meeting of the SAFE Steering Committee will be held on 2 December at the Pentagon. The Committee is co-chaired by DD/NFAC and a DIA officer. Committee membership includes the DDA, DDS&T, C/IC Staff, and selected officials from DIA. []

c. The President of the McLean Citizens Association requested a briefing regarding the Master Plan for the proposed new Headquarters building; the briefing will be provided by the Director of Logistics and the Chief of the Building Planning Staff on 2 December. []

d. There will be a meeting of the Agency Space Committee on 3 December to address issues pertaining to the construction of three additional floors to the NPIC Building. The Committee is chaired by the DDA; Associate Deputy Directors and the Deputy Comptroller are members. []

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7s/ William N. Hart

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Harry E. Fitzwater

Attachment

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